

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	9	9.5
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Meal Service Compliance			

Menus for both infants and children will be reviewed to determine if the children received the required components and creditable foods. If all required components were not served, meal reimbursements will be disallowed.

If food expenditures for the month do not support the menu, meals will be disallowed.

Food and milk purchase receipts and itemized donation receipts will be reviewed to determine if the appropriate quantities of all food items are being purchased, prepared, and served to each child according to the dated menu. If food purchase receipts do not support the menus and indicate inadequate quantities of food were purchased, meals will be disallowed from reimbursement. Inability to verify non-profit status, serving inadequate quantities or non-creditable food will result in meal disallowances.

A meal service will be observed during the site monitoring visit to observe preparation and service methods. Shelter meals/snacks must be served in a congregate setting and eaten in the shelter by eligible residents of the shelter. An exception is made for infants from birth through age 11 months who may be fed in private family quarters in a shelter. Follow the infant meal pattern and guidelines to claim infant meals. See 5.7 for further information.

During the meal service, it will also be determined if adequate quantities and types of food and milk are served to the infants and children in residence.